

**The Parish Church of St John the Evangelist, Staplegrove**  
**Parochial Church Council Meeting**  
**18<sup>th</sup> September 2018**

**Chair:** The Rector, the Reverend M Stephen Kivett (MSK).


**Present:** Paul Carter (PC), Lesley Clark (LC), Marjorie Connell (MC), Stafford Coombes (SC), David Greig (DG), Gillian Greig (GG), Mike Hansford (MH), Graham Hobrough (GH), Felicity McGill (Secretary FM), Mike Stevens (MikeS), Pat Stevens (PS), Chris Young (CY), Iona Young (IY), Jim Read (JR)

**Apologies:** David Brennand (DB), Moira Read (MR), Margaret Senior (MS), Gerald Weaver (GW)

**Absent:** Alec James (AJ)

Item	Minute / Action	Action By
1	MSK opened the meeting with prayers and all said The Lord's Prayer	
2	<b>Apologies: see above</b>	
3	<b>Minutes of the last meeting of PCC (10 July 2018)</b> <ul style="list-style-type: none"> <li>The minutes of the meeting of 10 July 2018 were agreed and signed as a true record. Apart from Item 5 (point 2) which should read "but within diocesan guidelines"</li> <li>Proposed by MSK and seconded by FM, and accepted unanimously</li> </ul> <b>Matters arising from the Minutes</b> <ul style="list-style-type: none"> <li><b>Item 4</b> – is covered in the Notes of the Standing Committee, dated 4 September 2018</li> </ul>	
4	<b>Matters arising from the notes of the Standing Committee Meeting on 4 September</b> <ul style="list-style-type: none"> <li>There were no matters arising</li> </ul>	
5	<b>Treasurer/Finance</b> <ul style="list-style-type: none"> <li>DG said that the bank balances were as follows: <ul style="list-style-type: none"> <li>Natwest current account £25,302</li> <li>General savings fund £24,697</li> </ul> </li> <li>Janet Darby had asked how much she had spent on flower arranging this year. DG said that it was £165.70 out of a total budget of £200. It was proposed that she should have an increased budget of £300 and agreed unanimously.</li> <li>GH asked if anything had been done about the request by Staplegrove School to provide funds for the stained-glass window (email dated 4<sup>th</sup> August, already circulated to PCC). MC said that she had been in touch with the PTA with a view to fundraising by holding a coffee morning (see item 15). We should find out the cost from the ETHOS meeting next week.</li> </ul>	MC
6	<b>GDPR (DG)</b> <ul style="list-style-type: none"> <li>It was agreed that we should include a disclaimer about GDPR on the reverse of the Electoral Roll forms.</li> <li>Existing church members will sign the new form in 2019 when the Electoral Roll is updated</li> <li>JR has emailed the Journal contacts and no one has asked for their name to be removed from the Journal</li> <li>CY will write to all direct debit and gift aid donors in due course</li> <li>The question of legacies is covered in the Standing Committee Minutes (Item 8) and the attachment from DB</li> </ul>	CY

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7	<p><b>Building and Property</b></p> <ul style="list-style-type: none"> <li>• CY reported that about half of the Quinquennial works have been carried out by Andrew Hull (e.g. repairing slipped tiles, removing vent stack, clearing out gutters) and he had promised to provide an interim invoice</li> <li>• The ladder had been replaced in the bell tower and part of the old ladder has been reused elsewhere in the tower</li> <li>• Work to the electrics to replace the failed lamp on the side of the vestry and the heads along the path with double-headed LED lamps will commence on 28<sup>th</sup> September and the work will be completed during the following week. The cost for this work (1338 plus VAT which may be recoverable) has already been agreed.</li> <li>• The carpet in the porch, at a cost of £970 including VAT will be laid on 21 September 2018. The cost has already agreed.</li> <li>• Two quotes had been received for the work to the car park. <ul style="list-style-type: none"> <li>○ £4498 including VAT</li> <li>○ £2849 including VAT</li> </ul> </li> </ul> <p>AJ and CY recommend that we should accept the cheaper quote (from David Bailey) which would tidy up and extend the car park and was sufficient at this time. This was agreed unanimously by the PCC.</p>	
8	<p><b>Churchyard and Grounds</b></p> <ul style="list-style-type: none"> <li>• SC said that he had arranged a working party for Saturday 22 September. He hopes to work on two areas: the island between the lychgate and carpark and the area by the old school building which is overgrown with buddleia</li> <li>• Leaves are now coming down and will need to be cleared from the path (horse chestnut leaves will not be composted)</li> <li>• It was noted that the verge needs to be tidied</li> </ul>	
9	<p><b>Health and Safety (JR)</b></p> <ul style="list-style-type: none"> <li>• The handrail for the pulpit will cost £575 plus VAT.</li> <li>• CY had prepared the faculty which needs to be approved by the diocesan of Bath and Wells before work can commence.</li> <li>• The resolution (shown below) was proposed by CY, seconded by DG and agreed unanimously</li> </ul>	

Item	Minute / Action	Action By
	<p><b>Pulpit Handrail Faculty Application</b></p> <p>Jim Read, the PCC member responsible for health and safety issues, in consultation with our insurers, has identified the need for a handrail on the access steps into the pulpit. In deciding how best to solve the handrail problem, account has been taken of the adjacent 'Tree of Life' wrought iron screen in front of the organ chamber. The same blacksmith business that made this screen is now run by artist-blacksmith, Ben Horrobin, nephew of the Tree of Life maker, and he has produced a design for the pulpit handrail to complement the existing ironwork, as shown in the accompanying report, at a cost of £575.</p> <p>The PCC is asked to <b>approve</b> the submission of an application to the Diocese to provide a faculty to install this handrail.</p> <p><i>The parochial church council at its meeting on 18/09/2018 passed unanimously / <del>without dissent</del> / <del>by a majority of 8 to 1</del> among those present and voting a resolution relating to the works or proposals. There are <u>21</u> members of the council.</i></p> <p>Signed: </p> <p>M Stephen Kivett Rector and PCC Chairman</p> <p>18 September 2018</p>	
10	<p><b>Safeguarding Report (IY)</b></p> <ul style="list-style-type: none"> <li>• There is an article in the journal in October about safeguarding</li> <li>• MR and IY have attended training</li> <li>• MSK will attend a course early next year</li> <li>• It is recommended that Church Wardens should also receive training</li> </ul>	
11	<p><b>Staplegrave School Report (IY)</b></p> <ul style="list-style-type: none"> <li>• Bath and Wells Multi-Academy Trust have provided £100,000 to carry out alterations to the school which will make it "fit for purpose"</li> <li>• The Reception Class has settled in and pupils from Year 6 are currently visiting the Isle of Wight</li> <li>• The Harvest Festival for the school will be on 1 October in church</li> <li>• Mel Moore who is the diocesan link with the school will be leaving at half term. No appointment has been made to replace her</li> <li>• It is hoped to start "Open the Book" sessions in school this term.</li> <li>• A meeting will be held in church on 17 October 2018 at 10 am, for interested people who attended the initial meeting earlier this year. The greater the number of volunteers, the less the commitment. Jenny Venning will attend the meeting as she already has experience of the programme.</li> <li>• There are a range of ways to help: e.g. acting, providing props and narrating. Volunteers will need to be trained and the BRF will provide in-house training if there are twelve people.</li> <li>• 'Open the Book' will be a Benefice initiative and it is hoped to run the sessions twice a term.</li> <li>• It will cost £21 per person to buy the bibles and other resources, although it is possible to share.</li> <li>• Storage space will be necessary for the props and resources</li> <li>• The PCC agreed unanimously to provide up to £300 to set up the project</li> </ul>	

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12	<b>Youth Mission and Ministry (IY)</b> <ul style="list-style-type: none"> <li>Messy Church had held a very successful “harvest themed” and pizza event, where the children had made tractors.</li> <li>IY said that a meeting will be held to arrange future events</li> </ul>	IY/MR
13	<b>Pastoral</b> <ul style="list-style-type: none"> <li>MSK said that the pastoral group continues</li> </ul>	
14	<b>Fundraising (MC)</b> <ul style="list-style-type: none"> <li>Various events are planned for 2018-19 <ul style="list-style-type: none"> <li>A coffee morning and autumn produce stall to raise money for the stained-glass window for the school – 13 October</li> <li>A skittles evening in October</li> <li>Parish breakfast and stalls in November</li> <li>Taunton Male Voice Choir will hold a concert on 19<sup>th</sup> January 2019. It is hoped to engage another group to perform as well at this concert, e.g. the Kingston Handbell ringers</li> <li>Peter Trigg has offered to give a new talk. This event will include soup and a pudding supper</li> <li>David Bridges hopes to provide another concert given by Taunton School pupils in May</li> <li>An evening of Folk/Scottish Dancing (the caller has offered to provide their services for free). Further discussion is required about the venue for this event</li> <li>Afternoon tea with the New Horizon singers in November</li> </ul> </li> <li>The ‘Ride and Stride’ Appeal in September raised almost £150</li> <li>DG reminded members that although money may be raised for a particular cause, it does need to be recorded in the accounts</li> </ul>	
15	<b>Hospitality (LC)</b> <ul style="list-style-type: none"> <li>LC said that she needs to know numbers for the Harvest Lunch</li> <li>The church is going to be charged about £15 per session for the monthly soup lunches in Staplegrove Village Hall which commence in October</li> <li>There is one more ‘tea and chat’ session this year</li> <li>SC was asked to find out whether we will be charged for the Parish Breakfast in November</li> </ul>	SC
16	<b>Journal and Benefice Website (JR)</b> <ul style="list-style-type: none"> <li>JR said that we have lost one major advertiser and he asked for any suggestions for new advertisers</li> <li>PS said that distribution of the journals is continuing smoothly</li> <li>GH asked whether any copies of the journal were being delivered to All Saints’. MSK said that he always delivers two copies of the journal to Norton</li> </ul>	
17	<b>Tower and Choir</b> <ul style="list-style-type: none"> <li>MH said that we have one new learner who is doing well</li> <li>There is a problem with two of the bells, shrinkage to the headstock has meant that two bolts cannot be tightened</li> <li>A Clapper froze in the heat, but this is now working</li> <li>A problem has been identified with the top frame where some movement has taken place. The frame was installed in 1907 and modified in 1932 when the new treble was put in.</li> </ul>	

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	<ul style="list-style-type: none"> <li>The PCC agreed that MH would arrange for an inspection and report on the state of the bell tower and quote for remedial work. He said that the inspection would be free.</li> <li>He will approach Nicholson Engineering of Bridport, Whites of Appleton and Matthew Higby of Chilcompton about this.</li> <li>See attachment for drawing of choir frontals</li> <li>CH reported that the cost for the two Choir frontals is £3,900, and the 12 book holders is £1,080 - total £4,980.</li> <li>Taking account of donations and a rebate from Treske (on a returned trolley), the cost to be borne from Church funds is £3,011.</li> <li>The choir have decided that they do not need new robes but will alter the ones. They will be provided with new surplices.</li> <li>The money could come from the Norman Hitchen legacy.</li> <li>The expenditure for the choir was approved by the PCC</li> </ul>	
18	<b>Worship (MSK)</b> <ul style="list-style-type: none"> <li>The Harvest celebration will be a Service of the Word – i.e. not Eucharistic</li> <li>The Order of Service has been approved by the Bishop's Office and the Service sheets have been printed by AJ</li> <li>We hope to provide 150 seats in the church for the event</li> <li>The choir will sit in the South Aisle with saved seats for the bell ringers behind them</li> <li>It is the intention to set out the chairs on Saturday 29 September</li> <li>GH will be the Bishop's Chaplain for the Service</li> </ul>	
19	<b>AOB</b> <ul style="list-style-type: none"> <li>MSK has a new email address, this will separate his personal emails from church business. FM will send round an email to PCC members with the new address</li> <li>MSK said that he has the 2018/19 calendar of services which he will bring to the next meeting</li> <li>Items for Next PCC <ul style="list-style-type: none"> <li>Venue for folk/Scottish dancing</li> <li>Alternative use for kneelers</li> </ul> </li> </ul>	FM
20	PCC members concluded the meeting with The Grace.	

Future Meetings	
Standing Committee - 7.30 p.m. St. John's Church, Staplegrove	PCC - 7.30 pm St. John's Church, Staplegrove
Tuesday 23 <sup>rd</sup> October 2018	Tuesday 13 <sup>th</sup> November 2018
Tuesday 8 <sup>th</sup> January 2019	Tuesday 22 <sup>nd</sup> January 2019
Tuesday 26 <sup>th</sup> February 2019	Tuesday 12 <sup>th</sup> March 2019
Tuesday 2 <sup>nd</sup> April 2019	Tuesday 30 <sup>th</sup> April 2019 - APCM
	Tuesday 7 <sup>th</sup> May 2019